

**FINANCIAL ASSISTANCE  
FUNDING OPPORTUNITY ANNOUNCEMENT**



**U.S. Department of Energy  
Golden Field Office**

**WORKFORCE DEVELOPMENT PROGRAM**

**Funding Opportunity Announcement Number: DE-PS36-09GO99013**

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## **PART I – FUNDING OPPORTUNITY DESCRIPTION**

The Department of Energy (DOE) Office of Science undergraduate and teacher laboratory internship programs are highly visible national initiatives, clearly identified with the Department, and widely recognized as providing undergraduate students and teachers with valuable educational experiences that allow them to participate in mission-related research at DOE facilities. These laboratory research programs provide a diverse group of highly motivated undergraduate students and teachers with direct access to laboratory equipment, facilities, and staff through real-world research experiences that are not available on most college/university campuses and middle/high school classrooms.

The National Renewable Energy Laboratory (NREL), a DOE-funded laboratory in Golden, Colorado, conducts an annual education program for the workforce development of college students and teachers under the sponsorship of the DOE Office of Science. Students and teachers are selected by NREL from colleges, universities, and school districts around the United States for participation in the program. Each summer, a group of selected students and teachers are brought to the NREL site and assigned to work with an experienced NREL researcher in one of many renewable energy research projects underway. Each participant assists the NREL researcher during the summer, conducts research or analysis activities, and reports the results, in both written and oral forms, at the conclusion of the program.

The intern research programs allow selected undergraduate students and teachers to collaborate with NREL laboratory staff in ways that contribute to laboratory research programs and, at the same time, provide the participants with educational experiences that encourage them to study and pursue careers in energy-related fields or to teach renewable energy technologies in classrooms. Significant public benefits result from these activities by promoting technical/engineering careers for college students that can help fulfill the future technical workforce needs of the U.S. energy sector. In addition, from this research experience, teachers are capable of instructing students on renewable energy and energy efficiency technologies which will help motivate students to continue their coursework in science and mathematics.

In addition, the DOE Office of Science conducts the annual National Science Bowl competition for middle and high school students. The National Science Bowl competition is a prestigious educational event and academic competition among teams of middle and high school students who attend science and technology seminars and compete in an academic competition that tests students' knowledge in all areas of science. The regional and national events encourage student involvement in mathematics and science activities, improve awareness of career options in science and technology, and provide an avenue of enrichment and reward for academic science achievement. Winners of about 36 regional middle school events and 66 regional high school events travel to Washington, DC, for the final National Science Bowl competition.

Under this Funding Opportunity Announcement (FOA), DOE is seeking Applications for a college or university in the Denver, Colorado, metropolitan area to serve as the program administrator for certain DOE Office of Science activities conducted at NREL, including the workforce development program and various activities that support the performance of the annual National Science Bowl.

The authorities for this activity are:

(1) EPACT 2005, Public Law 109-58, Section 1102. Educational Programs in Science and Mathematics

(2) Department of Energy Science Education Enhancement Act, Sections 3164 and 3165 (42 U.S.C. §§ 7381a. and 7381b).

It is anticipated that one financial assistance award will be made under this FOA. The award will be a Cooperative Agreement, with a five-year Project Period. Each of the five years will be separately funded by DOE, with the funding during any period dependent on the availability of congressional appropriations. For the first year, it is anticipated that the DOE funding provided to the program administrator will be up to \$500,000. However, DOE reserves the right to fund in whole or in part, any, all, or none of the Applications submitted in response to this FOA. This FOA does not obligate DOE to make any awards or to fund any award for the full project period.

An award under this FOA will include requirements for reporting to DOE. First, progress/financial reports will be required on a monthly basis. Second, an annual budget reconciliation and report will be required. Lastly, a final report will be required at the conclusion of the five-year project period.

See Appendix C, Statement of Project Objectives, for a detailed description of the work to be performed.

## **PART II – AWARD INFORMATION**

### **A. TYPE OF AWARD INSTRUMENT**

DOE anticipates awarding a cooperative agreement under this program announcement. The nature of the Federal involvement will be included in a special award condition.

### **B. ESTIMATED FUNDING**

Approximately \$500,000 is expected to be available for a new award in FY 2009 and an additional total amount of up to \$4,500,000 may be available in the period of FY 2010 through FY 2014.

### **C. MAXIMUM AND MINIMUM AWARD SIZE**

Ceiling (i.e., the maximum amount for an individual award made under this announcement):  
\$5,000,000

Floor (i.e., the minimum amount for an individual award made under this announcement):  
None

### **D. EXPECTED NUMBER OF AWARDS**

DOE anticipates making one award under this announcement.

**E. ANTICIPATED AWARD SIZE**

See Sections B and C above.

**F. PERIOD OF PERFORMANCE**

DOE anticipates making an award that will be in effect for up to five years.

**G. TYPE OF APPLICATION**

Only new applications will be accepted under this announcement (e.g., applications for renewals of existing DOE funded projects will not be considered).

**PART III - ELIGIBILITY INFORMATION****A. ELIGIBLE APPLICANTS**

Eligibility is restricted to colleges and universities with a campus located in the Denver, Colorado, metropolitan area. The metropolitan area includes only the following Colorado counties: Denver, Jefferson, Arapahoe, Douglas, Adams, and Boulder. Institutions without a presence in at least one of these Colorado counties are not eligible to apply under this FOA. This geographical restriction is necessary for the program administrator to serve the needs of student and teacher interns located at NREL in Golden, Colorado (i.e., metropolitan Denver).

In addition, Applicants must be willing to commit to a cap on expenses incurred while performing duties as program administrator. The proposed Applicant expenses to conduct all program administration must be **15% or less** of the total DOE funds obligated in order to be considered for an award under this FOA (i.e., 85% or greater of the DOE funding must be provided by the Applicant to students/teachers participating in the workforce development program and to activities supporting the National Science Bowl). The Applicant expenses include all direct and indirect charges incurred to conduct the Statement of Project Objectives. This 15% Applicant expense limit applies to all increments of DOE funding that may be obligated to the award during the five-year project period.

An Application will not be evaluated if the geographical restriction is not met for a campus location or if the proposed total Applicant expenses exceed 15% of the DOE funding.

**B. COST SHARING**

Cost sharing is not required.

**C. OTHER ELIGIBILITY REQUIREMENTS**

FFRDC contractors are not eligible for an award under this announcement. In addition, FFRDC contractors may not be proposed as a team member on another entity's application.

## PART IV – APPLICATION AND SUBMISSION INFORMATION

### A. ADDRESS TO REQUEST APPLICATION PACKAGE

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement and then follow the prompts to download the application package. **(Also see Section H of this Part below.)**

### B. LETTER OF INTENT AND PRE-APPLICATION

#### 1. Letter of Intent

A Letter of Intent is not required.

#### 2. Pre-application

A pre-application is not required.

### C. CONTENT AND FORM OF APPLICATION

You must complete the mandatory forms and any applicable optional forms, in accordance with the instructions on the forms and the additional instructions below, as required by this FOA. **Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.**

#### SF 424 - Application for Federal Assistance

Complete this form first to populate data in other forms. Complete all required fields in accordance with the pop-up instructions on the form. **To activate the instructions, turn on the “Help Mode” (Icon with the pointer and question mark at the top of the form.)** The list of certifications and assurances referenced in Field 21 can be found at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm), under Certifications and Assurances.

#### Other Attachments Form

Submit the following files with your application and attach them to the Other Attachments Form. Click on “Add Mandatory Other Attachment” to attach the Project Narrative. Click on “Add Optional Other Attachment,” to attach the other files.

##### a. Project Summary/Abstract File

The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (i.e., benefits, outcomes), and major participants (for collaborative projects). Applicants are cautioned that this document should not include any proprietary

information, trade secrets, or other confidential business, financial or sensitive information, since this summary may be subject to public disclosure under the Freedom of Information Act (FOIA). The project summary must not exceed 1 page when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) with font not smaller than 11 point. Save this information in a file named "Summary.pdf," and click on "Add Optional Other Attachment" to attach.

**b. Project Narrative File - Mandatory Other Attachment**

The project narrative must not exceed 15 pages, including cover page, table of contents, charts, graphs, maps, photographs, and other pictorial presentations, when printed using standard 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right). EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE. The font must not be smaller than 11 point. Do not include any Internet addresses (URLs) that provide information necessary to review the application. See Part VIII.D for instructions on how to mark proprietary application information. Save the information in a single file named "Project.pdf," and click on "Add Mandatory Other Attachment" to attach.

The project narrative must include:

- Project Objectives.  
This section should provide a clear, concise statement of the specific objectives/aims of the proposed project.
- Merit Review Criterion Discussion.  
The section should be formatted to address each of the merit review criterion and sub-criterion listed in Part V. A. below. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit review criteria. DOE WILL EVALUATE AND CONSIDER ONLY THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERION AND SUB-CRITERION.
- Project Timetable:  
This section should outline as a function of time, year by year, all the important activities or phases of the project, including any activities planned beyond the project period. Successful applicants must use this project timetable to report progress.

The above listed components of your Project Narrative, combined, must be within the Narrative page limit specified above. Documents listed below may be included as clearly marked appendices to your Narrative and will not count towards the Project Narrative page limit. Please note that some of the required documents listed below may have their own page limits to which you must adhere.



**c. Resume File**

Provide a resume for each key person proposed, including subawardees and consultants if they meet the definition of key person. A key person is any individual who contributes in a substantive, measurable way to the execution of the project. Save all resumes in a single file named “resume.pdf” and click on “Add Optional Other Attachment” to attach. Each resume must not exceed 2 pages when printed on 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right) with font not smaller than 11 point and should include the following information, if applicable:

Education and Training. Undergraduate, graduate and postdoctoral training, provide institution, major/area, degree and year.

Professional Experience: Beginning with the current position list, in chronological order, professional/academic positions with a brief description.

Synergistic Activities. List no more than 5 professional and scholarly activities related to the effort proposed.

Of the key personnel identified in this file, indicate the Principal Investigator(s) (PI). If multiple PI’s are proposed, the applicant must provide the information indicated in Part III, Section D. as part of this file.

The resume file does not have a page limitation.

**d. Budget File**

**SF 424 A Excel, Budget Information – Non-Construction Programs File**

Provide a separate budget for each year of support requested and a cumulative budget for the total project period. Use the SF 424 A Excel, “Budget Information – Non Construction Programs” form on the Applicant and Recipient Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm). You may request funds under any of the Object Class Categories as long as the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles, and are not prohibited by the funding restrictions in this announcement (See PART IV, G). Save the information in a single file named “SF424A.xls,” and click on “Add Optional Other Attachment” to attach.

For this announcement (due to the nature of the work required), the anticipated project budget is specified by DOE rather than being developed by the Applicant. As discussed in the Sections above, the total DOE budget for this award over the anticipated 5-year project period is estimated to be \$5,000,000, with a total DOE budget of \$500,000 anticipated to be provided during the first of the five year project period. Thus, an Applicant should propose a DOE budget of \$500,000 in Year 1 followed by a DOE budget of \$1,125,000 in each of Years 2 through 5, for a total of \$5,000,000. The proposed Applicant expenses to conduct the project should be specified in the appropriate SF 424 A budget categories (Personnel, Fringe Benefits, Travel, etc.), with a total of 15% or less of the DOE funding allocated to these budget categories for Applicant expenses. All of the remaining

DOE funds to conduct the project activities (i.e., 85% or more of the DOE funding) should be shown in Budget Category “h. Other” on the SF 424 A.

**e. Budget Justification File**

A Budget Justification for SF 424A must be provided for the costs proposed in each Object Class Category/Cost Classification category (e.g., identify key persons and personnel categories and the estimated costs for each person or category; provide a list of equipment and cost of each item; identify proposed subaward/consultant work and cost of each subaward/consultant; describe purpose of proposed travel, number of travelers and number of travel days; list general categories of supplies and amount for each category; and provide any other information you wish to support your budget). Provide the name of your cognizant/oversight agency, if you have one, and the name and phone number of the individual responsible for negotiating your indirect rates as part of the budget justification or under the comments under the Indirect tab of the Budget Justification form

The Excel format provided as PMC 123.1, Budget Justification for SF 424A, at <https://www.eere-pmc.energy.gov/forms.aspx>, is recommended but not required for use in providing this budget justification. Save the information in a single file named BudgetJustification.xls (or other file name as applicable), and click on “Add Optional Other Attachment” to attach.

**f. Letters of Commitment**

Cost share is not required under this announcement. However, if voluntary cost share is proposed, a letter should be provided from each third party contributing cost sharing (i.e., a party other than the organization submitting the application) that proposes to provide all or part of the voluntary cost sharing. **All Letters of Commitment must be attached to the Project Narrative File.** The letter must state that the third party is committed to providing a specific minimum dollar amount of cost sharing. In the budget justification, identify the following information for each third party contributing cost sharing: (1) the name of the organization; (2) the proposed dollar amount to be provided; (3) the amount as a percentage of the total project cost; and (4) the proposed cost sharing – cash, services, or property.

Letters of Commitment from parties participating in the project, exclusive of vendors, who will not be contributing cost share, but will be integral to the success of the project must be included as part of this Appendix to the Narrative. Letters of Commitment will not count towards the Project Narrative page limit.

**g. Subaward Budget File(s)**

Not applicable.

**h. Budget for Federally Funded Research and Development Center (FFRDC) Contractor File, if applicable.**

Not applicable. FFRDCs are not eligible to participate in this FOA.

**i. Authorization for non-DOE or DOE FFRDCs**

Not applicable.

**j. Environmental Questionnaire**

An Applicant is not required to submit an environmental questionnaire with the application. However, if selected for an award, an Applicant will be required to submit the questionnaire at that time. For reference, the environmental questionnaire is available at <https://www.eere-pmc.energy.gov/NEPA.asp>.

**k. Project Management Plan**

Not required.

**l. SF-LLL Disclosure of Lobbying Activities**

If applicable, complete SF- LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying." The form is available in the optional document box on the grant application package page of grants.gov.

**Summary of Required Forms/Files**

Your application must include the following documents:

<b>Name of Document</b>	<b>Format</b>	<b>File Name</b>
SF 424 - Application for Federal Assistance	PDF	See Instructions
Other Attachments Form. Attach the following files to this form:	PDF	See Instructions
Project Summary/Abstract File	PDF	Summary.pdf
Project Narrative File, including required appendices	PDF	Project.pdf
Resume File	PDF	Resume.pdf
SF 424A Excel – Budget Information for Non-Construction Programs File	Excel	SF424A.xls
Budget Justification File	As applicable	See Instructions
SF-LLL Disclosure of Lobbying Activities, if applicable	PDF	SF-LLL.pdf

**D. SUBMISSIONS FROM SUCCESSFUL APPLICANT**

If selected for award, DOE reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:

- Indirect cost information

- Other budget information
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)
- Commitment Letter from Third Parties Contributing to Cost Sharing, if applicable
- Environmental Questionnaire

## **E. SUBMISSION DATES AND TIMES**

### **Pre-application Due Date**

Pre-applications are not required.

### **Application Due Date**

Applications must be received by February 26, 2009, 11:59 PM Eastern Time. You are encouraged to transmit your application well before the deadline. The grants.gov Helpdesk is NOT available after 9:00 PM Eastern Time. **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.**

## **F. INTERGOVERNMENTAL REVIEW**

This program is not subject to Executive Order 12372 – Intergovernmental Review of Federal Programs.

## **G. FUNDING RESTRICTIONS**

**Cost Principles.** Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR Part 600. The cost principles for commercial organizations are in FAR Part 31.

**Pre-award Costs.** Recipients may charge to an award resulting from this announcement pre-award costs that were incurred within the ninety (90) calendar day period immediately preceding the effective date of the award, if the costs are allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600. Recipients must obtain the prior approval of the contracting officer for any pre-award costs that are for periods greater than this 90 day calendar period.

Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

## **H. SUBMISSION AND REGISTRATION REQUIREMENTS**

### **1. Where to Submit**

**APPLICATIONS MUST BE SUBMITTED THROUGH GRANTS.GOV, AGAINST THIS ANNOUNCEMENT, TO BE CONSIDERED FOR AWARD.** You

cannot submit an application through Grants.gov unless you are registered. Please read the registration requirements below carefully and start the process immediately.

Submit electronic applications through the “Apply for Grants” function at [www.Grants.gov](http://www.Grants.gov). If you have problems completing the registration process or submitting your application, call Grants.gov at 1-800-518-4726 or send an email to [support@grants.gov](mailto:support@grants.gov).

## 2. Registration Process Requirements

There are several one-time actions you must complete in order to submit an application through Grants.gov (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), register with the credential provider, and register with Grants.gov). See [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). Use the Grants.gov Organization Registration Checklist at <http://www.grants.gov/section3/OrganizationRegCheck.pdf> to guide you through the process. **IMPORTANT:** During the CCR registration process, you will be asked to designate an E-Business Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called “Marketing Partner identification Number” (MPIN).

Applicants, who are not registered with CCR and Grants.gov, should allow at least 21 days to complete these requirements, as you must COMPLETE ALL STEPS of the one-time registration process before you can submit your first application through Grants.gov.

**IMPORTANT NOTICE TO POTENTIAL APPLICANTS:** When you have completed the process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step (i.e., Grants.gov registration).

### Microsoft Vista and Office 2007 Compatibility

Grants.gov is currently incompatible with both the new Microsoft (MS) Vista Operating System and the new Microsoft (MS) Office 2007 versions of Word, Excel, and Power Point. In order to create and submit your application to Grants.gov, you must find a computer with a previous version Microsoft Operating System, such as Windows XP.

If you attach a file created using MS Office 2007, you will not get an error message when you submit the application, HOWEVER, your entire application will not be able to be processed or accepted at Grants.gov and will not reach DOE. Grants.gov can accept applications with attachments created in MS Office 2007 if the attachments are saved in the prior format. See the

[http://www.grants.gov/assets/Vista\\_and\\_office\\_07\\_Compatibility.pdf](http://www.grants.gov/assets/Vista_and_office_07_Compatibility.pdf) for detailed instructions on how to do this. A file created in MS Office 2007 can be identified by the "x" at the end of the file extension, for example "sample.docx" for a Word file. Contact Grants.gov at 1-800-518-4726 with any questions.

## 3. Questions

**ALL questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).**

**Part VII, Section A. of this announcement explains how to submit other questions to the Department of Energy (DOE) relative to the content and requirements of this announcement.**

**4. Application Receipt Notices**

After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of five e-mails. It is extremely important that the AOR watch for and save each of the emails. It may take up to 2 business days from application submission to receipt of email Number 2. You will know that your application has reached DOE when the AOR receives email Number 5. You will need the Submission Receipt Number (email Number 1) to track a submission. The titles of the five e-mails are:

Number 1 - Grants.gov Submission Receipt Number

Number 2 - Grants.gov Submission Validation Receipt for Application Number

Number 3 - Grants.gov Grantor Agency Retrieval Receipt for Application Number

Number 4 - Grants.gov Agency Tracking Number Assignment for Application Number

Number 5 - DOE e-Center Grant Application Received

The last email will contain instructions for the AOR to register with the DOE e-Center. If the AOR is already registered with the DOE e-Center, the title of the last email changes to: Number 5 – DOE e-Center Grant Application Received and Matched

This email will contain the direct link to the application in IIPS. The AOR will need to enter their DOE e-Center user id and password to access the application.

## **Part V - APPLICATION REVIEW INFORMATION**

### **A. REVIEW CRITERIA**

#### **1. Initial Review Criteria**

Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of the funding opportunity announcement. If an application fails to meet these requirements, it may be deemed non-responsive and eliminated from full Merit Review.

#### **2. Merit Review Criteria**

The following evaluation criteria will be used in the comprehensive evaluation. For each criterion, the weighting (out of a total of 100) is indicated to show the relative importance of each.

##### **I: Proposed Program Execution (Weight: 50)**

Adequacy of the Applicant's planned execution of the program and Statement of Project Objectives, including the proposed approach to initiate/administer the program the first year, administer the program during each subsequent year, and assure that the administrative cost percentage does not exceed the required maximum limit during any year. Assure that a local presence is maintained to serve student/teacher needs.

##### **II: Personnel Qualifications/Facilities Availability (Weight: 25)**

Qualifications and experience of personnel proposed to conduct the project, including the adequacy of the Applicant's proposed team to address all aspects of the proposed work; the commitment of the team members; the clarity of the roles of the team members; the approach to managing the Team; the interest of management and the priority the Applicant and team members will place on the proposed work; the assistance that will be provided in any specialty area required to solve specific problems; availability of all necessary facilities to conduct the project.

##### **III: Organization Experience (Weight: 25)**

The Applicant's current and prior experience on similar projects, diversity of projects, and the success in administering similar work.

### 3. Other Selection Factors

The DOE selection official may consider the following program policy factors in the selection process:

1. Proposed total Applicant expenses are less than the maximum allowed (i.e., less than 15% of the DOE funding provided) providing the best value to DOE.
2. Contribution of voluntary cost share.

## B. REVIEW AND SELECTION PROCESS

### a. Merit Review

Applications that pass the initial review will be subjected to a merit review in accordance with the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance and Unsolicited Proposals." This guide is at <http://www.management.energy.gov/documents/meritrev.pdf>.

**It is very important that those documents, Project Abstract and Project Narrative file that will be used during the Merit Review Process (uploaded to Fields 6 & 7) do not contain any Personally Identifiable Information as described in Appendix B.**

### b. Selection

The Selection Official may consider the merit review recommendation, program policy factors, and the amount of funds available.

### c. Discussions and Award

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including, but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient is capable of complying with the requirements in 10 CFR part 600; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

## C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES

DOE anticipates notifying the applicant selected for award by March, 2009, and making an award by April, 2009.



## **Part VI - AWARD ADMINISTRATION INFORMATION**

### **A. AWARD NOTICES**

#### **1. Notice of Selection**

DOE will notify the applicant selected for award. This notice of selection is not an authorization to begin performance. (See Part IV.G with respect to the allowability of pre-award costs.)

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

#### **2. Notice of Award**

A Notice of Financial Assistance Award issued by the contracting officer is the authorizing award document. It normally includes, either as an attachment or by reference: 1. Special Terms and Conditions; 2. Applicable program regulations, if any; 3. Application as approved by DOE; 4. DOE assistance regulations at 10 CFR part 600; 5. National Policy Assurances To Be Incorporated As Award Terms; 6. Budget Summary; and 7. Federal Assistance Reporting Checklist, which identifies the reporting requirements.

### **B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

#### **1. Administrative Requirements**

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR part 600 (see <http://ecfr.gpoaccess.gov>).

#### **2. Special Terms and Conditions and National Policy Requirements**

The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at:

<http://www.management.energy.gov/documents/specialtermsandcondition308.pdf>.

The National Policy Assurances To Be Incorporated As Award Terms are located at:

[http://management.energy.gov/business\\_doe/1374.htm](http://management.energy.gov/business_doe/1374.htm).

#### **3. Intellectual Property Provisions**

The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at:

[http://www.gc.doe.gov/financial\\_assistance\\_awards.htm](http://www.gc.doe.gov/financial_assistance_awards.htm).

#### **4. Statement of Substantial Involvement**

DOE will be substantially involved in the project. In conjunction with NREL Education Programs staff, guidance will be provided throughout the project period to the selected Applicant regarding each of the workforce development activities to be undertaken.

As described in the Statement of Project Objectives (see Appendix C), DOE/NREL will provide detailed information regarding participants in the various annual intern programs so that the selected Applicant can independently administer all required intern support activities. During the preparations for the intern programs and the periods where interns are working at NREL, there will be frequent and time-sensitive interactions between DOE/NREL and the selected Applicant to meet the needs of the interns.

Detailed information will also be provided by DOE/NREL regarding costs associated with intern professional development activities that will be submitted for payment by the selected Applicant.

Activities associated with the annual National Science Bowl and other educational initiatives will be developed jointly by the selected Applicant with DOE/NREL and then independently administered by the Applicant.

Throughout the project period, monthly meetings will be held between DOE, NREL, and the selected Applicant. The discussions will include the status of current and planned workforce development activities, the schedules for each activity, and the budget status for each activity. During certain critical periods, such as the preparation of arrangements for interns or support activities for the National Science Bowl, more frequent meetings will be required.

## **C. REPORTING**

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. The proposed Checklist for this program can be found at [https://www.eere-pmc.energy.gov/procurenet/FinancialAssistance/Forms/DOE\\_Forms/DOEF4600\\_2.doc](https://www.eere-pmc.energy.gov/procurenet/FinancialAssistance/Forms/DOE_Forms/DOEF4600_2.doc).

## **PART VII - QUESTIONS/AGENCY CONTACTS**

### **A. QUESTIONS**

Questions regarding the content of the announcement must be submitted through the “Submit Question” feature of the DOE Industry Interactive Procurement System (IIPS) at <http://e-center.doe.gov>. Locate the program announcement on IIPS and then click on the “Submit Question” button. Enter required information. You will receive an electronic notification that your question has been answered. DOE will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website. Potential applicants are encouraged to read all posted Q&A prior to posting a new question.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process are not answered via the DOE IIPS “submit question” feature, and must be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). DOE cannot answer these questions. (See Part IV, Section H.)

### **B. AGENCY CONTACT(S)**

Name: Pamela Brodie  
E-mail: [workforce@go.doe.gov](mailto:workforce@go.doe.gov)

All questions should be submitted through the “Submit Question” feature of IIPS. (See Part A of this Part, above.)

## **PART VIII - OTHER INFORMATION**

### **A. MODIFICATIONS**

Notices of any modifications to this announcement will be posted on Grants.gov and the DOE Industry Interactive Procurement System (IIPS). You can receive an email when a modification or an announcement message is posted by joining the mailing list for this announcement through the link in IIPS. When you download the application at Grants.gov, you can also register to receive notifications of changes through Grants.gov.

### **B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE**

DOE reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

### **C. COMMITMENT OF PUBLIC FUNDS**

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

**D. PROPRIETARY APPLICATION INFORMATION**

Patentable ideas, trade secrets, proprietary or confidential commercial or financial information, disclosure of which may harm the applicant, should be included in an application only when such information is necessary to convey an understanding of the proposed project. The use and disclosure of such data may be restricted, provided the applicant includes the following legend on the first page of the project narrative and specifies the pages of the application which are to be restricted:

“The data contained in pages \_\_\_\_\_ of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government’s right to use or disclose data obtained without restriction from any source, including the applicant.”

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

“The following contains proprietary information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation.”

**E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL**

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

**F. INTELLECTUAL PROPERTY DEVELOPED UNDER THIS PROGRAM**

Not applicable.

**G. NOTICE OF RIGHT TO REQUEST PATENT WAIVER**

Not applicable.

**H. NOTICE REGARDING ELIGIBLE/INELIGIBLE ACTIVITIES**

Not applicable.

**I. NOTICE OF RIGHT TO CONDUCT A REVIEW OF FINANCIAL CAPABILITY**

DOE reserves the right to conduct an independent third party review of financial

capability for applicants that are selected for negotiation of award (including personal credit information of principal(s) of a small business if there is insufficient information to determine financial capability of the organization).

#### **J. NOTICE OF POTENTIAL DISCLOSURE UNDER FREEDOM OF INFORMATION ACT**

Applicants should be advised that identifying information regarding all applicants, including applicant names and/or points of contact, may be subject to public disclosure under the Freedom of Information Act, whether or not such applicants are selected for negotiation of award.

## REFERENCE MATERIAL

### Appendix A – Definitions

**“Amendment”** means a revision to a Funding Opportunity Announcement

**"Applicant"** means the legal entity or individual signing the Application. This entity or individual may be one organization or a single entity representing a group of organizations (such as a Consortium) that has chosen to submit a single Application in response to a Funding Opportunity Announcement.

**"Application"** means the documentation submitted in response to a Funding Opportunity Announcement. NOTE: Application is referred to as Proposal in IIPS.

**“Authorized Organization Representative (AOR)”** is the person with assigned privileges who is authorized to submit grant applications through Grants.gov on behalf of an organization. The privileges are assigned by the organization’s E-Business Point of Contact designated in the CCR.

**"Award"** means the written documentation executed by a DOE Contracting Officer, after an Applicant is selected, which contains the negotiated terms and conditions for providing Financial Assistance to the Applicant. A Financial Assistance Award may be either a Grant or a Cooperative Agreement.

**"Budget"** means the cost expenditure plan submitted in the Application, including both the DOE contribution and the Applicant Cost Share.

**"Consortium (plural consortia)"** means the group of organizations or individuals that have chosen to submit a single Application in response to a Funding Opportunity Announcement.

**"Contracting Officer"** means the DOE official authorized to execute Awards on behalf of DOE and who is responsible for the business management and non-program aspects of the Financial Assistance process.

**"Cooperative Agreement"** means a Financial Assistance instrument used by DOE to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and Substantial Involvement (see definition below) is anticipated between DOE and the Applicant during the performance of the contemplated activity.

**"Cost Sharing"** means the respective share of Total Project Costs to be contributed by the Applicant and by DOE. The percentage of Applicant Cost Share is to be applied to the Total Project Cost (i.e., the sum of Applicant plus DOE Cost Shares) rather than to the DOE contribution alone.

**“Central Contractor Registry (CCR)”** is the primary database which collects, validates, stores and disseminates data in support of agency missions. Funding Opportunity Announcements which require application submission through Grants.gov require that the organization first be registered in the CCR at <http://www.grants.gov/CCRRegister>.

**“Credential Provider”** is an organization that validates the electronic identity of an individual through electronic credentials, PINS, and passwords for Grants.gov. Funding Opportunity Announcements which require application submission through Grants.gov require that the individual applying on behalf of an organization first be registered with the Credential Provider at <https://apply.grants.gov/OrcRegister>.

**“Data Universal Numbering System (DUNS) Number”** is a unique nine-character identification number issued by Dun and Bradstreet (D&B). Organizations must have a DUNS number prior to registering in the CCR. Call 1-866-705-5711 to receive one free of charge. [http://www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp)

**“E-Business Point of Contact (POC)”** is the individual who is designated as the Electronic Business Point of Contact in the CCR registration. This person is the sole authority of the organization with the capability of designating or revoking an individual’s ability to submit grant applications on behalf of their organization through Grants.gov.

**“E-Find”** is a Grants.gov webpage where you can search for Federal Funding Opportunities in FedGrants. <http://www.grants.gov/search/searchHome.do>

**“Financial Assistance”** means the transfer of money or property to an Applicant or Participant to accomplish a public purpose of support authorized by Federal statute through Grants or Cooperative Agreements and sub-awards. For DOE, it does not include direct loans, loan guarantees, price guarantees, purchase agreements, Cooperative Research and Development Agreements (CRADAs), or any other type of financial incentive instrument.

**“Federally Funded Research and Development Center (FFRDC)”** means a research laboratory as defined by Federal Acquisition Regulation 35.017.

**“Funding Opportunity Announcement (FOA)”** is a publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, notices of funding availability, solicitations, or other names depending on the agency and type of program.

**“Grant”** means a Financial Assistance instrument used by DOE to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and no Substantial Involvement is anticipated between DOE and the Applicant during the performance of the contemplated activity.

**“Grants.gov”** is the “storefront” web portal which allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. <http://www.grants.gov>

**“Industry Interactive Procurement System (IIPS)”** is DOE’s Internet-based procurement system which allows access to DOE’s business opportunities database, allows user registration and submittal of Applications: <http://e-center.doe.gov/>.

**"Key Personnel"** means the individuals who will have significant roles in planning and implementing the proposed Project on the part of the Applicant and Participants, including FFRDCs.

**"Marketing Partner Identification Number (MPIN)"** is a very important password designated by your organization when registering in CCR. The E-Business Point of Contact will need the MPIN to login to Grants.gov to assign privileges to the individual(s) authorized to submit applications on behalf of your organization. The MPIN must have 9 digits containing at least one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).

**"Participant"** for purposes of this Funding Opportunity Announcement only, means any entity, except the Applicant substantially involved in a Consortium, or other business arrangement (including all parties to the Application at any tier), responding to the Funding Opportunity Announcement.

**"Principal Investigator"** refers to the technical point of contact/Project Manager for a specific project award.

**"Project"** means the set of activities described in an Application, State plan, or other document that is approved by DOE for Financial Assistance (whether such Financial Assistance represents all or only a portion of the support necessary to carry out those activities).

**"Proposal"** is the term used in IIPS meaning the documentation submitted in response to a Funding Opportunity Announcement. Also see Application.

**"Recipient"** means the organization, individual, or other entity that receives a Financial Assistance Award from DOE, is financially accountable for the use of any DOE funds or property provided for the performance of the Project, and is legally responsible for carrying out the terms and condition of the award.

**"Selection"** means the determination by the DOE Selection Official that negotiations take place for certain Projects with the intent of awarding a Financial Assistance instrument.

**"Selection Official"** means the DOE official designated to select Applications for negotiation toward Award under a subject Funding Opportunity Announcement.

**"Substantial Involvement"** means involvement on the part of the Government. DOE's involvement may include shared responsibility for the performance of the Project; providing technical assistance or guidance which the Applicant is to follow; and the right to intervene in the conduct or performance of the Project. Such involvement will be negotiated with each Applicant prior to signing any agreement.

**"Technology Investment Agreement (TIA)"** is a new type of assistance instrument for DOE, but they have been used by the Department of Defense for many years to support or stimulate research projects involving for-profit firms, especially commercial firms that do business primarily in the commercial marketplace. TIAs are different from grants and cooperative agreements in that the award terms may vary from the Government-wide standard terms (See DOE TIA regulations at 10 CFR Part 603). The primary purposes for



including a TIA in the type of available award instruments are to encourage non-traditional Government contractors to participate in an R&D program and to facilitate new relationships and business practices. A TIA can be particularly useful for awards to consortia (See 10 CFR 603.225(b) and 603.515, Qualification of a consortium).

**"Total Project Cost"** means all the funds to complete the effort proposed by the Applicant, including DOE funds (including direct funding of any FFRDC) plus all other funds that will be committed by the Applicant as Cost Sharing.

## Appendix B – Personally Identifiable Information

In responding to this Announcement, Applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the following documents: Project Abstract, Project Narrative, Biographical Sketches, Budget or Budget Justification. These documents will be used by the Merit Review Committee in the review process to evaluate each application. PII is defined by the Office of Management and Budget (OMB) and DOE as:

Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual.

This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

1. **Public PII:** PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials.
2. **Protected PII:** PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.

Listed below are examples of Protected PII that Applicants must not include in the files listed above to be evaluated by the Merit Review Committee.

- Social Security Numbers in any form
- Place of Birth associated with an individual
- Date of Birth associated with an individual
- Mother's maiden name associated with an individual
- Biometric record associated with an individual
- Fingerprint
- Iris scan
- DNA
- Medical history information associated with an individual
- Medical conditions, including history of disease
- Metric information, e.g. weight, height, blood pressure
- Criminal history associated with an individual
- Employment history and other employment information associated with an individual
- Ratings
- Disciplinary actions
- Performance elements and standards (or work expectations) are PII when they are so intertwined with performance appraisals that their disclosure would reveal an individual's performance appraisal
- Financial information associated with an individual

- Credit card numbers
- Bank account numbers
- Security clearance history or related information (not including actual clearances held)

Listed below are examples of Public PII that Applicants may include in the files listed above to be evaluated by the Merit Review Committee:

- Phone numbers (work, home, cell)
- Street addresses (work and personal)
- Email addresses (work and personal)
- Digital pictures
- Birthday cards
- Birthday emails
- Medical information pertaining to work status (i.e. individual A is out sick today)
- Medical information included in a health or safety report
- Employment information that is not PII even when associated with a name
- Resumes, unless they include a Social Security Number
- Present and past position titles and occupational series
- Present and past grades
- Present and past annual salary rates (including performance awards or bonuses, incentive awards, merit pay amount, Meritorious or Distinguished Executive Ranks, and allowances and differentials)
- Present and past duty stations and organization of assignment (includes room and phone numbers, organization designations, work email address, or other identifying information regarding buildings, room numbers, or places of employment)
- Position descriptions, identification of job elements, and those performance standards (but not actual performance appraisals) that the release of which would not interfere with law enforcement programs or severely inhibit agency effectiveness
- Security clearances held
- Written biographies (e.g. to be used in a program describing a speaker)
- Academic credentials
- Schools attended
- Major or area of study
- Personal information stored by individuals about themselves on their assigned workstation or laptop unless it contains a Social Security Number

## **Appendix C - Statement Of Project Objectives**

### **General Requirements**

The selected Applicant must have knowledge and experience in the establishment and maintenance of educational workforce development intern programs and in serving as a conduit through which educational institutions and other organizations are able to work together. The recipient should have an infrastructure in place and be experienced in the administration and tracking of workforce development programs and programs that contribute to the enhancement of science education and the advancement of scientific knowledge, and to the quality of higher education.

It is anticipated that approximately 50 participants will be serviced by the Applicant during the first year of this program. In subsequent years, although the number of participants may vary, the effort required by the Applicant to service each participant is expected to remain at the same level.

### **Objectives**

These student/teacher intern research programs attract a large number of eligible participants that are varied in gender, ethnicity, economic background, geographical location, and the type of college or university they attend or school district in which they teach.

In collaboration with DOE/GO and the National Renewable Energy Laboratory (NREL) Education Programs, the selected Applicant will assist in the administration of the NREL internship and the Science Bowl programs:

- Science Undergraduate Laboratory Internships (SULI),
- Community College Institute (CCI) of Science and Technology,
- Pre-Service Teacher (PST) Internship Program,
- Department of Energy Academies Creating Teacher Scientists (DOE ACTS),
- DOE National Science Bowl.

### **Tasks**

The selected Applicant will provide the resources required to manage DOE funds to support education workforce development programs. Throughout the duration of the award, NREL will work closely with the selected Applicant in each of these program areas to define requirements and provide guidance regarding activities/projects that are to be supported and the budget required for each. The selected Applicant will not be required to independently define the activities to be supported in each area.

### **NREL Education Programs will:**

- Select and appoint a diverse group of students/teachers to participate in DOE research under close mentorship of laboratory scientific staff at NREL during the summer or during an academic semester;
- Provide adequate information prior to student/teacher arrival at NREL to assist with travel, transportation, housing and orientation;
- Effectively match students/teachers with scientific mentors and appropriate research

projects so that the background and experience the students/teachers bring to the program are sufficient for them to contribute in significant ways to the laboratory's research efforts;

- Ensure that participants have a meaningful research experience throughout their 8-16 week appointment that enhances their education, provides them with an understanding of the environment in which science and engineering research are conducted in a DOE laboratory, and encourages them to pursue careers in science, engineering, or related fields;
- Assist the selected Applicant to prepare annual Requests for Proposals for the development of the National Science Bowl questions, Science Bowl Division Team Challenges, and other National Science Bowl activities, as needed.

The selected Applicant will complete the following activities utilizing DOE funds:

#### Intern Travel Reimbursement

Round-trip travel to and from NREL, as governed by the following rules:

1. Negotiate and complete round trip travel arrangements for appropriate interns (some interns may be local and will not require travel arrangements)
2. Travel will be paid only for interns whose permanent home address is more than 50 miles away from NREL.
3. The lowest-priced flight will be booked. This includes using discount carriers, such as Southwest Airlines. NOTE: Interns will be reimbursed for local travel, i.e., taxi, bus, etc., to travel to their apartment from Denver International Airport.
4. Ground travel will be reimbursed at the current government rate for the most direct route from where the student/teacher is located prior to their appointment and where they will be located immediately following their appointment.
5. The maximum payment for round trip ground travel will not exceed \$350.
6. Alternate mass-transportation options (such as train or bus) must be made available for those participants who prefer not to travel by air or by car.

#### Stipends

The Applicant will be responsible for issuing direct-deposit bi-weekly stipend checks to all interns, including students and teachers, as described below.

##### Undergraduate Students (SULI, PST, CCI)

- Each undergraduate student (SULI, PST, CCI) will receive a stipend of \$400 per week, regardless of location, academic status, academic discipline, or status as a returning student. The payments will be made bi-weekly.
- Stipends are a salary form of payment and remain the same amount for each week regardless of holidays.
- Each undergraduate student (SULI, PST, CCI) will receive a housing allowance of \$75.00 per week, if their permanent address is more than 50 miles away from the National Renewable Energy Laboratory. The payments will be made bi-weekly.
- Each student MUST complete and submit an abstract, a research paper

and a Power Point presentation, that conform to the formats given in the Student's Guide Book for the respective programs. The last stipend check may be held until the student submits all deliverables. NREL will provide a list of the students who should have their final check held.

#### Teachers (DOE ACTS)

- Each teacher will receive a stipend of \$800 per week, regardless of location, academic status, academic discipline, or status as a returning teacher. The payments will be made bi-weekly.
- Stipends are a salary form of payment and remain the same amount for each week regardless of holidays.
- Each DOE ACTS teacher will receive a housing allowance of \$150.00 per week, if their permanent address is more than 50 miles away from the National Renewable Energy Laboratory. The payments will be made bi-weekly.
- Each teacher MUST complete and submit an abstract, Educational Module, and a Power Point presentation, that conform to the formats given in the Program Guidebook. The last stipend check may be held until the teacher submits all deliverables. NREL will provide a list of the teachers who should have their final check held.

#### Appointment Periods

- SULI, PST, and CCI summer appointments are 10 weeks long during the summer, and SULI semester appointments are 16 weeks long.
- DOE ACTS teacher appointments are for 8 weeks.
- Starting dates are tentatively scheduled the first week in June to the second week in August. Housing availability may force changes in the standard appointment period. Flexibility will be allowed to accommodate different college and university semester schedules and school district start and end dates.

#### Applicant Facility Requirements

Each intern participant shall be issued a student identification card from the Applicant institution that will provide participant access to the research library and recreational facilities available on the Applicant campus in the Denver metropolitan area.

#### RTD Bus Pass

Each intern participant shall be issued an RTD student bus pass by the Applicant (on a monthly basis, or as appropriate) that may be used for intern commuting to and from NREL and for intern transportation to the research library and recreational facilities available on the Applicant

campus in the Denver metropolitan area.

### Intern Professional Development Activities

The selected Applicant will be responsible to pay for the costs associated with NREL intern professional development activities, such as materials/supplies and catering. NREL will have the responsibility to conduct the activities and to then provide the invoices per event or activity for payment by the Applicant. Students and teachers who participate in research programs at NREL are offered special opportunities for educational enrichment, leadership development, and professional development. For example, to develop leadership skills, all students/teachers are required to participate in a series of workshops that guide them through the process of developing a formal verbal, visual, and written presentation describing the research experience. Other professional development activities may include: technical writing workshop, resume and job interview workshop, tours of the different research centers at NREL, brown bag seminars featuring NREL researchers/scientists reporting on their research projects, and program-specific workshops (such as grant writing for PST and DOE ACTS interns).

### National Science Bowl Activities

The selected Applicant will assist NREL in the development, procurement, and payment for activities in support of the DOE National Science Bowl. Such annual activities will include the procurement of an entity to develop the questions used in the academic competition and procurement of an entity to develop hands-on activities for the Division Team Challenge. Other activities may be defined, as needed.

### Educational Initiatives

The selected Applicant will potentially have opportunities for work on other educational workforce development initiatives, such as:

- Assist NREL in the delivery of education seminars, workshops, and conferences. Activities could include scheduling, providing conference/workshop space when necessary, and providing participant travel and lodging when appropriate
- Postgraduate Fellowships for advanced training and participation in R&D activities.
- Faculty Fellowships for participation in R&D activities.
- Graduate Fellowships for participation in R&D activities at NREL.
- Exchange programs between faculty and NREL staff.
- Travel Grants to Visiting Scientists from Academe, Industry and other Federal agencies.